

Attendance at Scotholme Primary School - part of the SHINE Multi Academy Trust



At Scotholme Primary School, we pride ourselves on good attendance and we believe this is one of the key factors to children achieving and attaining well.

Children, who are regularly at school, get more out of the school experience, than those who miss school through absence.

Attendance at Scotholme



Our target is for all children in the school to have attendance of

100%

Children SHOULD be in school ALL the time. It is the parents' responsibility to ensure this.

In this way, children WILL achieve their full potential.

Attendance at Scotholme



To help us with this:-

MEDICAL APPOINTMENTS

Please make all doctor, dentist, optician and other appointments out of school times.

We understand with some hospital appointments, this is not always possible.

If this is not possible, please get children back to school as quickly as possible.



Attendance at Scotholme



If your child is going to be absent:-

1. Please either ring, text or send a message to school explaining why your child is absent.
2. Keep us informed about the absence each day.
3. Inform us when your child is due back to school.



Attendance at Scotholme



If your child is ill:-

1. Please either ring, text or send a message to school explaining why your child is absent.
2. Keep us informed about the absence each day.
3. If your child is off for more than 5 days, we would ask you to visit the doctors. We will seek either a doctors' appointment card or prescribed in date medicine for absence of this length.
4. This is in line with other schools in Nottingham City.



Attendance at Scotholme



If your child has medicine:-



If your child is on PRESCRIBED and IN DATE medication, we do offer a service of giving medicine in school.

We will need to see either the prescription from the doctor or an up to date medicine label.

You will need to sign a permission form at the office, to allow this to happen.

Attendance at Scotholme



If attendance falls **below 90%** - What will happen?

If attendance falls to 90% or below, we will send you a letter informing you. We will ask you to raise your child's attendance back above 90% in the next fortnight.

If, after a fortnight, your child's attendance stays below 90%, you will receive a second letter asking you to attend a meeting in school to discuss the attendance and any issues there may be. This meeting will be with a member of the Leadership Team.

If, after a further fortnight, there is no improvement in your child's attendance, we will report your child to the **Education Welfare Service (EWS)** - a local council service. This may result in a court case and fines.

Attendance at Scotholme



If attendance falls **below 90%** - What will happen?

Also if attendance falls to 90% or below, we will not authorise ANY medical appointments/time off for illness, unless we have written proof from the doctor.

This can be an appointment card, prescription or medicine from that prescription or a letter from the doctor.

This policy is in line with the procedures of other Nottingham City schools.

Attendance at Scotholme



All these procedures and protocols are in line with our Attendance Policy 2017, which is available to view on the school website.

This has been based upon Nottingham City LA Code of Conduct for Attendance and takes full account of the Education Act 2006 and subsequent amendment 2013.